

Minutes of the Judiciary and Law Enforcement Committee - October 8, 2004

The meeting was called to order at 8:38 a.m. by Chair Mitchell. Sheriff Trawicki led the committee with the Pledge of Allegiance.

Present: Chair William Mitchell, County Board Supervisors Kathleen Cummings, Carl Seitz, Mareth Kipp (left at 2:30 p.m.), David Swan, Jean Tortomasi; **Absent:** Keith Harenda

Staff Present: Legislative Policy Advisor Dave Krahn, Legis.Associate Sandra Meisenheimer

Also Present: Sheriff Dan Trawicki, Jail Administrator Mike Giese, Inspector Bob Johannik, Deputy Inspector Steve Marks, Business Mgr. Tom Koth, Captain Meg Schnabl, Lieutenant Connie Acheson, Communications Center Mgr. Richard Tuma, Budget Mgr. Keith Swartz, Radio Services Administrator Chris Petterson, Business Mgr. Betsy Crosswaite, District Attorney Paul Bucher, Victim/Witness Coordinator Jen Dunn, Medical Examiner Dr. Lynda Biedrzycki, Sr. Financial Analyst Mike Baniel

Review and Discuss the 2005 Operating Budget for which the Committee Has Budget and Policy Oversight

Sheriff:

Trawicki, Giese, Johannik, Marks, Koth, Schnabl and Acheson were present to discuss the 2005 operating budget for the Sheriff's Department, as outlined in the budget book. Trawicki stated it is important to note that this has been a very difficult budget for them. There is a loss of service in some cases and monies have been cut from different areas. He thanked Mike Baniel of DOA who has been very helpful to them.

Trawicki proceeded through the budget book, page by page, beginning on page 94. Total expenditures for 2005 are \$28,511,085 (increase of 9.14%) and total revenues are \$7,612,439. Trawicki said the increase in expenditures are largely due to the jail expansion. Without the jail expansion, expenditures would increase 4.38% rather than 9.14%. The levy which has an increase of 8.37% would be at 3.93% without the new jail. He stated personnel costs primarily drive their budget and are just shy of approximately 80% of the total. The position summary shows an overall increase of 14.75 FTE positions for a total of 333.43 budgeted for 2005. Current and proposed capital projects were also reviewed.

Trawicki covered Departmental Objectives which has four new categories: Manage Resources with Fiscal Prudence (2), Provide Comprehensive Customer Service (3), Innovate and Seek Continuous Quality Improvement (3), and Retain and Develop a High Quality Workforce (1). He also highlighted Major Departmental Strategic Achievements from 7/01/03 to 6/30/04.

Swan asked if the department's strategic plan could be distributed at the same time as the budget so there is something to compare to departmental objectives.

Trawicki and staff discussed the following programs with the committee as questions were asked: Use of Seized Funds, D.A.R.E., Process/Warrant Service, Court Security, General Investigations, Special Investigations, and General Patrol. Kipp asked if the municipalities that have contracts could be listed in the budget book under General Patrol. Baniel said that could be done. Trawicki covered Inmate Security-Jail, Inmate Security-Jail Expansion, Inmate Services-Jail, and Inmate Security-Huber. Kipp, Cummings, and Swan all agreed that they would like to see an increase in the use of Electronic Monitoring. Trawicki concluded with Inmate Services-Huber and Administrative Services.

Swan asked, going back to page 95, where does the Operating While Intoxicated (OWI) for underage drinking fit in the objectives? Trawicki said it isn't on that page but is listed under strategic achievements on page 96 as ongoing. Swan said this initiative needs to be continually worked on and moved forward on a year-to-year basis because it is getting worse instead of better.

Motion: Cummings moved, second by Torto masi, to tentatively approve the proposed 2005 operating budget for the Sheriff's Department. **Motion carried 6 – 0.**

The committee recessed at 11:30 a.m. and reconvened at 12:15 p.m.

Department of Emergency Preparedness:

Tuma, Swartz, Petterson, and Crosswaite were present. The Department of Emergency Preparedness co-mingles the operations of the current Communications Center (under Public Works), Emergency Management, and Radio Services. Total expenditures for 2005 are \$5,551,565 and total revenues are \$2,044,063 for a tax levy increase of \$1,508,633 or 68.38%.

Communications Center:

Baniel stated the Emergency Preparedness Department is in the budget and will become effective on July 1, 2005. Tuma explained the Departmental Objectives as outlined in the budget book. He covered those items which are applicable to the Comm. Center. He continued to discuss the Communications Center Operations Program and covered the financial summary, staffing, program highlights, activity and performance measures.

Kipp stated it bothers her that this is a brand new Communications Center and it is already being remodeled. Tuma said that is for moving Jim Malueg, his staff and the financial person into an area. In the original design for the center, it was much larger but then cut back. Kipp asked how much will it cost for the remodeling? Tuma said it will be \$92,100 for improvements and furniture.

Mitchell asked do you feel the GIS system is in good working operation? Tuma said yes, it is in good shape.

Crosswaite said there is \$94,000 for the one-time purchase of new software, \$150,000 for the equipment replacement plan and the remodeling is \$63,750 (not \$92,100). Also, there is \$169,860 to offset the cost of three of the four overfills. This totals up to the \$477,610 in the revenue account.

Motion: Cummings moved, second by Seitz, to tentatively approve the Communications Center fund of the proposed 2005 Department of Emergency Preparedness budget. **Motion carried 6 – 0.**

Radio Services Fund:

Swartz said this is an enterprise fund and includes three major program areas: radio services, trunked radio infrastructure operations, and an equipment replacement accumulation fund. Petterson reviewed the Departmental Objectives: Manage Resources with Fiscal Prudence (2) and Retain and Develop a High Quality Workforce (2), as well as Major Departmental Strategic Achievements from 7/01/03 to 6/30/04. Swartz continued with a review of the program highlights for the following funds: Radio Services Operation, Trunked Radio Operations (correction: dept. goal should be 99.5%), and Equipment Replacement – Radios & Communications.

Motion: Cummings moved, second by Swan, to tentatively approve the Radio Services fund of the proposed 2005 Department of Emergency Preparedness budget. **Motion carried 6 – 0.**

District Attorney:

Bucher and J.Dunn were present to discuss the District Attorney's budget as outlined in the proposed 2005 budget book. Total expenditures for 2005 are \$2,161,214 and total revenues are \$608,343 for a tax levy decrease of \$10,000 or 0.6%. The position summary shows a decrease of 1.01 FTE positions for a total of 31.86 being budgeted for 2005.

Bucher stated there is no change – they are doing a lot more with a lot less. The caseload is absolutely crushing and is having an impact on their ability to provide quality services for our customers. There is no change in the mission statement, and they are at target with their budget as they always are. Regarding the sunset positions at 65% for Victim Witness, they've asked to have that removed because it doesn't mean anything. The County Executive has agreed to remove it. However, he is not supporting the creation of the Computer Forensic Investigator in their office. Bucher said they will still be moving forward with the request. Bucher reviewed Departmental Objectives and covered the four new categories: Manage Resources with Fiscal Prudence (2), Innovate and Seek Continuous Quality Improvement (1), Provide Comprehensive Customer Service (1), and Retain and Develop a High Quality Workforce (1). He also reviewed the Major Departmental Strategic Achievements (5) from 7/01/03 to 6/30/04.

Kipp left the meeting at 2:30 p.m.

Bucher continued on with the Prosecution and Administrative Services funds. The Victim/Witness and VOCA Grant/Program funds, which help crime victims, are also part of the D.A.'s budget.

Motion: Tortomasi moved, second by Seitz, to tentatively approve the 2005 District Attorney operating budget, recognizing that there might be a request for more personnel. **Motion carried 5 – 0.**

Medical Examiner:

Biedrzycki was present to discuss the Medical Examiner's budget as outlined in the proposed 2005 budget book. Total expenditures for 2005 are \$1,097,226 and total revenues are \$247,030 for a tax levy increase of \$20,000 or 2.4%. The position summary shows an increase of 0.03 FTE positions for a total of 10.26 being budgeted for 2005. Biedrzycki distributed a budget overview of her office, which she reviewed with the committee. She stated that her budget is basically cost to continue. She also reviewed the general fund programs – Autopsy/Examinations, Investigations/Cremation and Administrative Services. Baniel distributed a handout entitled "Fees for Services or Copies" which will take effect January 1, 2005.

Motion: Swan moved, second by Cummings, to tentatively approve the proposed 2005 Medical Examiner's operating budget. Motion carried 5 – 0.

Review and Make Recommendations on Any and All Position Requests in the Operating Budget for which the Committee Has Budget and Policy Oversight

This item was reviewed as part of the operating budget discussion if applicable.

Review and Discuss the 2005 Operating Budget for which the Committee Has Budget and Policy Oversight – Sheriff (continued)

Baniel distributed the amendment for the Sheriff Department's budget (see attached).

Motion: Swan moved, second by Cummings, to add an objective on page 95 under Provide Comprehensive Customer Service: 4. Continue enforcement initiatives designed to reduce incidents of underage drinking and alcohol related motor vehicle crashes involving juveniles, as well as continue initiatives to reduce Operating While Intoxicated (OWI) incidents in general. (Critical Issue 1.4; ongoing). **Motion carried 5 – 0.**

Future Agenda Items

1. Tour of the new jail.
2. Power point on jail staffing.

Future Meeting Dates

The regular meeting for October 15 has been cancelled. Therefore, the next meeting is scheduled for October 29, 2005.

Motion to adjourn: Swan moved, second by Tortomasi, to adjourn the meeting at 4:00 p.m.
Motion carried 5 – 0.

Respectfully submitted,

Mareth K. Kipp
Secretary

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